

**BEN FRANKLIN TRANSIT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
Thursday, June 13, 2019 at 7:00 p.m.
1000 Columbia Park Trail, Richland WA**

1. CHAIRMAN WATKINS called the meeting to order at 7:00 p.m.
2. Roll Call: CHAIRMAN WATKINS, BOB KOCH (Vice-Chairman), BILL MCKAY, LISA STADE, PHIL LEMLEY, CLINT DIDIER and NORMA NELSON (Non-Voting Union Representative)

SHON SMALL, STEVE BECKEN, and RICHARD BLOOM excused.

Staff: Gloria Boyce, Pat Roach – Legal Counsel, Jerry Otto, Keith Hall, Rob Orvis, Wendi Warner, Ali Madison, Ken Hamm, Julie Thompson, Tom Turner, Bill Hale and Catherine Getic

3. **Pledge of Allegiance**

CHAIRMAN WATKINS lead all in attendance in the Pledge of Allegiance.

4. **Citizen’s Public Comment/Introduction of Visitors**

CHAIRMAN WATKINS called for public comment on any item not further down on the agenda or any introduction of visitors.

CHAIRMAN WATKINS introduced Ruben Alvarado, Pasco City Council Member and Board Alternate to BFT.

Josh Del Carlo introduced himself as a BFT Coach Operator currently on leave due to injury. No comment but is here to observe.

CHAIRMAN WATKINS called for any additional public comments to which there were none.

5. **Approval of Agenda**

CHAIRMAN WATKINS called for a motion to approve the agenda as presented.

ACTION: BOB KOCH made, and PHIL LEMLEY seconded a motion to approve the agenda as presented. MOTION CARRIED UNANIMOUSLY.

6. **Recognitions – NONE**

7. Citizen’s Advisory Network – NONE

8. Board Committee Reports

CHAIRMAN WATKINS invited the committee chairs to report on their respective committee meetings.

A. Operations & Maintenance Committee, SHON SMALL, Chair

CHAIRMAN WATKINS called for a review of the Operations & Maintenance Committee meeting. CLINT DIDIER noted that the meeting went well, and information was provided efficiently. Minutes for the meeting were provided in the Board packet.

B. Planning & Marketing Committee, RICHARD BLOOM, Chair

CHAIRMAN WATKINS called for a review of the Planning & Marketing Committee meeting. None of the Committee Members who attended the meeting were present this evening to provide overview. Minutes for the meeting were provided in the Board packet.

C. Administration & Finance Committee, STEVE BECKEN, Chair - CANCELLED

9. Consent Agenda (Any item is open for discussion at Board or Public Request)

- A. Approval of May 09, 2019 Regular Board Meeting Minutes
- B. May Voucher Summary

May 2019 vouchers audited and certified by Ben Franklin Transit's auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing which has been emailed to the Board members June 7, 2019.

Payroll

Check Register Number	Check Number/ Number		Date of Issue	In the Amount	
509-19	80306	80323	05/10/2019	\$503,857.69	Payroll
510-19	80324	80339	05/24/2019	\$467,401.99	Payroll

Total \$971,259.68

Non-Payroll Vouchers

Check Register Number	Check Number/ Number		Date of Issue	In the Amount	
136-19	71260	71318	05/03/2019	\$287,332.05	MDSE
137-19	ACH TRANS		05/19/2019	\$843,713.39	ACH TRANS
138-19	71319	71397	05/09/2019	\$509,732.42	MDSE
139-19	2798	2798	05/09/2019	\$93.00	TRAVEL ADV
140-19	2799	2804	05/10/2019	\$1,650.00	TRAVEL ADV
141-19	VOID	2802-2803	05/10/2019	(\$524.00)	VOID TRAVEL

142-19	2805	2806	05/10/2019	\$524.00	TRAVEL ADV
143-19	71398	71399	05/17/2019	\$1,400.00	MDSE
144-19	71400	71477	05/24/2019	\$462,626.35	MDSE
145-19	71478	71548	05/30/2019	\$176,142.16	MDSE
146-19	2807	2815	05/30/2019	\$1,407.25	TRAVEL ADV
147-19	ACH TRANS		05/31/2019	\$211,897.63	ACH TRANS

Total: \$2,495,999.25

Check register numbers 509-19 to 510-19 and 136-19 to 147-19;

In the total amount of: \$3,467,258.93

- C. Resolution 33 – 2019 A Resolution Authorizing the Release of the 2019-2024 Transit Development Plan for Public Comment
- D. Resolution 34 – 2019 A Resolution Authorizing the General Manager to Exercise a Contract Option with Columbia Basin College for the Comprehensive Transportation Fixed Route Bus Ride Program

CHAIRMAN WATKINS read aloud the items on the Consent Agenda. The floor was opened for comments and questions. CHAIRMAN WATKINS called for a motion on the Consent Agenda as presented.

ACTION: BOB KOCH made, and LISA STADE seconded a motion to approve the Consent Agenda as presented. MOTION CARRIED UNANIMOUSLY.

(BFT Board Committees Recommended Approval of Consent Items to the Full Board of Directors)

10. Action Agenda

- A. Resolution 35-2019 Authorizing the General Manager to Release Bids for the Knight Street Transit Center Renovation Project

Keith Hall, Director of Planning and Service Development stated RH2 Engineering, Inc. (RH2) has been developing engineering designs for improvements to Ben Franklin Transit’s (BFT) Knight Street Transit Center in Richland. Improvements include pavement repairs and surfacing for parking areas and the bus loop, sidewalk improvements along the property’s edge to meet current city design standards, ADA accessibility improvements to meet current standards as well as proposed modifications, communications and electrical upgrades, platform surface repairs, lighting improvements, and replacement of platform shelters.

Engineering plans are 90% complete for the Knight Street Transit Center Renovation Project and staff is requesting authorization to release bids for the project. The project design and bid packages should be ready for release by the end of June. The engineer’s estimate (attachment “A”) for the project is \$906,850 and is within the project budget.

BFT staff and its A&E/CM consultant will advertise locally and regionally to attract interested contractors (estimated release and advertising dates: 6/25 to 7/7) and conduct a pre-bid walk-through (7/8). Staff will notify the Board of the bid results (opening tentatively set for 7/22) and make a recommendation for award in August of 2019. The estimated project completion date is the end of November 2019.

CLINT DIDIER asked how old the existing structure is. Jerry Otto, Assistant General Manager replied that the current facility is 38 years old. CLINT DIDIER followed asking if BFT uses ice melt during winter on this location. Mr. Otto replied that yes BFT does use ice melt. BILL MCKAY asked what the price of the shelters are. Keith Hall replied with an approximate cost of \$12,000 per shelter but that the shelters are part of a separate phase/project. Traci Bronson, Dial-A-Ride Driver with BFT and visitor to Board Meeting asked if accommodations for the drivers stand-by time and lunch breaks have been established during the construction. Mr. Hall replied that portable bathrooms will be placed, but for the construction, that will be the extent of the accommodations available.

ACTION: BILL MCKAY made, and BOB KOCH seconded a motion to approve Resolution 35-2019 Authorizing the General Manager to Release Bids for the Knight Street Transit Center Renovation Project. MOTION CARRIED UNANIMOUSLY.

B. Resolution 36-2019 A Resolution Authorizing the General Manager to Purchase Forty-Two Rangers from TripSpark Technologies

Tom Turner, IT Manager stated that BFT currently has 106 paratransit vehicles in our fleet equipped with TripSpark Mobile Data Terminals, also known as Rangers. The Rangers contain the trip information and passenger manifests as dispatched by the central office. They communicate with the central office via the Verizon cellular network.

In our current paratransit fleet, forty-two (42) of these Rangers run on the older Verizon 3G cellular platform with the remainder running on Verizon's 4G LTE network.

Verizon Wireless has announced that they are "sunsetting" or shutting down their 3G platform to make way for their newer technologies. The effective date of this shutdown is December 31, 2019. After that date, 3G cellular devices will no longer function.

The architecture of the Ranger devices does not allow for upgrading to newer technologies. Several of these devices were purchased in 1999 and 2004. The most recent 3G devices were purchased in 2013.

BFT explored different options to resolve this issue. Staff determined that a replacement of the Rangers was the most cost-effective solution over a five-year time period.

This project will not have a negative effect on operations as the Ranger swap can be performed after hours. There is no training for drivers required as the interface on the new units remains the same.

During the Operations and Maintenance Committee Meeting on June 5, 2019 Director Lemley asked if these units would be 5G compatible. Mr. Turner provided TripSpark's response identifying that the equipment would not due to the difference in frequency ranges. No lifecycle end date for 4G has been set by the IEEE and the horizon is out past 15 years. Mr. Turner also connected with BFT's Verizon representative regarding waiting to purchase new units until 5G compatibility is available. Verizon's response was that 5G is not a replacement of 4G, it will overlay and act as a supplement. There may be compatibility between 4G and 5G in the future, but it is not available at this time. Based on provided information from Verizon and TripSpark, Mr. Turner's opinion is that BFT will not be at risk of any obsolete equipment.

LISA STADE asked if BFT investigated the value of staying with TripSpark. Mr. Turner replied that BFT must continue with TripSpark as they are the only manufacturer that run these devices. LISA STADE continued by asking if another company is foreseen to be manufacturing compatible devices. Mr. Turner replied that it is unlikely. Rob Orvis, Interim Administrative Services Director noted that the pricing of these units is comparable to what BFT has paid in the past and the issue arises that if BFT looks at another company it would require a whole new software and it is just not cost effective. LISA STADE asked if the Trapeze equipment noted would require Wi-Fi capability and corresponding plan. Mr. Turner replied that these units are on a machine to machine plan. Recommendation is to approve the hardware purchase; no software purchase is required at this time. LISA STADE asked about the labor cost. Mr. Turner responded that the cost is minimal as it can be done by BFT staff. BILL MCKAY asked if these new units will require a monthly service plan. Mr. Turner replied that the current units are on a machine to machine plan and the replacement units will require an identical plan at \$7.00 per month.

ACTION: BOB KOCH made, and PHIL LEMLEY seconded a motion to approve Resolution 36-2019 A Resolution Authorizing the General Manager to Purchase Forty-Two Rangers from TripSpark Technologies. MOTION CARRIED UNANIMOUSLY.

C. Resolution 37-2019 Route 63D & 65 Replacement Service & Equity Analysis

Keith Hall, Director of Planning and Service Development stated that in April 2018 BFT's Board of Directors approved the implementation of Route 63D by way of Resolution 11-2018. The preliminary concepts for Route 63D were developed as a reaction to multiple community request for increased coverage in areas of east Pasco that were not directly served by fixed route at the time. A preliminary service plan for Route 63D was developed and presented to BFT's Board of Directors following an extensive public involvement process that included multiple open houses and outreach to communities that could potentially be impacted by the implementation of this demonstration service. Route 63D began service on June 18, 2018 and is planned to operate through August 24, 2019. In May 2019 BFT staff recommended service changes that would permanently incorporate the majority of Route 63D's coverage area into BFT's fixed route system by way of extending Route 65. This proposal would result in increased frequency from 60 minutes to 30 minutes in areas of east Pasco that have significant minority and low-income populations. BFT staff also recommended that Route 63D continue to operate until August 24, 2019 in order to align service changes with other service changes planned for Fall 2019. This recommendation was put forth and approved so that those who use Route 63D would not experience undue impacts or burdens between the end of the service's demonstration period and the implementation of service changes to Route 65 that would incorporate Route 63D's coverage area.

Title VI Service Equity Analysis Results

As an FTA recipient serving a population of over 200,000, BFT has committed to the FTA's Title VI objectives set forth in FTA Circular 4702.1B §4, Chap.4-10 and is required to perform service equity analysis when making major service changes. BFT staff determined that recommended service changes to combined routes 63D and 65 constitutes as a major service change per BFT's Major Service Change Policies, thus a service equity analysis has been conducted.

Upon further review of the service equity analysis results, it has been determined that the implementation of Route 63D in June 2018 did not result in a disparate impact (adverse effect on minority populations) or a disproportional burden (adverse effects on low-income populations). Furthermore, it was determined that service change recommendations to combined routes 63D and

65 would not result in a disparate impact or disproportional burden due to the fact that the service change recommendations put forth would result in a substantial service increase in areas of east Pasco that have high concentrations of minority and low-income and minority populations. Minority and low-income populations adjacent to the eliminated segments of Route 63D would still be within a ¼ mile or less of the proposed Route 65 and other routes within BFT's fixed route system.

For a more detailed explanation of the service equity analysis conducted in association with the implementation of Route 63D and its permanent inclusion into BFT's fixed route system by way of an extension to Route 65 see the attached June 2019 Title VI Service Equity Analysis.

Public Comments & Feedback

Recommendations to combine routes 63D and 65 were released for a 30-day public comment period in May 2019 during which two public hearing were held in areas that would be affected by these service changes. The first public hearing was held at the Collegium Community Center (Tierra Vida) in east Pasco on May 22. The second public hearing was held at Mid-Columbia Library Pasco Branch. These locations were selected because they were adjacent to areas that will be affected by proposed service changes, open to public and accessible by transit.

The first public hearing was well attended (23 attendees) and those who did attend had entirely positive feedback regarding the benefits of Route 63D and the recommended changes to extend Route 65 to provide more frequency to certain areas of east Pasco. Members of the Tierra Vida community came out to support the recommended service changes and were appreciative that BFT is considering making fixed route service to their community permanent. No additional feedback was received at the second public hearing.

During the 30-day public comment period BFT staff also reached out to the Pasco School District and Columbia Basin College to coordinate outreach regarding the service change recommendations due to the fact that a large percentage of BFT's fixed route ridership comes from the area's middle schools, high schools and colleges/universities. No comments were received during these efforts, but it is important that these community stakeholders are well informed so if and when service changes are implemented, those who use BFT's fixed route system are aware.

No other comments were submitted regarding service change recommendations for routes 63D and 65.

Staff recommends the incorporation of Route 63D into BFT's permanent fixed route system via the extension of Route 65. If approved, service changes to Route 65 will be implemented on August 26, 2019.

CHAIRMAN WATKINS confirmed that the previous Terra Vida service issues were due to service pulse. Mr. Hall confirmed that the overall problem included the pulse and this revision will adjust to provide the area with the proper frequency and better routing of the current busses in the area. CLINT DIDIER noted that he ended up behind these busses recently and noted that two busses were going the same way but turned in separate directions. Mr. Hall noted that the recommendation adjusts the routing to make the service better and more efficient use of BFT resources. LISA STADE confirmed the route frequency.

ACTION: LISA STADE made, and BILL MCKAY seconded a motion to approve Resolution 37-2019 Route 63D & 65 Replacement Service & Equity Analysis . MOTION CARRIED UNANIMOUSLY.

D. Resolution 38-2019 Alternative Fuel Evaluation Report

Bill Hale, Acting Maintenance Manager stated that Ben Franklin Transit has compiled an analysis of five fuel types, which compared fuel cost, fuel source, vehicle cost, facility cost, environmental impact, fuel availability, and maintenance cost. This information is linked to the vehicle procurement projections table in Ben Franklin Transits development plan, as well as the Washington State Department of Commerce RCW 43.325.080 concerning fuel usage.

RCW 43.325.080 states “Effective June 1, 2018, all local government subdivisions of the state, to the extent determined practicable are required to satisfy one hundred percent of their fuel usage for operating publicly owned vehicle from electricity or biofuel” the Alternative Fuel report will not only shape our vehicle procurement decision, it will justify our vehicle purchases in accordance with these emerging government mandates. Specifically, the Department of Commerce rules require us to calculate “the extent practicable”.

The evaluation report concludes support of a fleet replacement strategy that produces diesel engine buses initially but prepares the shift to battery electric buses during the replacement cycle. The evaluation shows the most promising alternative fuel source for Ben Franklin Transit is clean diesel.

Lessons learned on all electric buses from testing and other agencies in Washington State

- **2012 BFT** tested a diesel bus converted to all electric battery bus (CCW) which produced a range of one hundred miles and required an eight-hour recharge time. This bus was put into regular service and several problems were worked through. The bus can only be used as a fair-weather vehicle and has several limitations on route service.
- **2011 Link Transit** tested EBUS all electric trolleys equipped with glycol cooled Lithium Titanite (LTO) batteries. These vehicles were set up on fast charge stations, but the testing did not meet the needs of Link transit. In 2015 Link ordered 5 BYD 35’ buses equipped with wireless inductive charging. The buses were delayed in production with the first bus arriving January 2017. Link now has 5 BYD buses with inductive charging, making the buses practical for their needs after a diesel fired cabin heater was installed.
- **2016 King County Metro** purchased three Proterra battery electric buses for testing, which will run twenty-six miles before recharging. The charging process is done via a fast charge system taking 10 minutes, which requires exact route placement and use on smaller routes. The testing is ongoing.

With past battery technology, the critical shortcoming of the battery electric option was the range of the vehicle. Improvements in battery technology have produced increased mileage range between charging per the manufactures have produced claims of 255-mile range. To satisfy RCW 43.325.080 compliance and current battery electric bus technology, BFT intends to move forward with modern electric vehicles in a test platform.

CHAIRMAN WATKINS asked to clarify a couple details regarding bus comparison. The Gillig referenced bus is BFT’s standard diesel bus, the “E1” is BFT’s current electric bus and the BYD bus is the bus BFT is currently operating in a test platform. Mr. Hale noted that Gillig and Cummins have collaborated and are expected to be releasing an all-electric bus available for order in 2020. BOB KOCH asked to clarify the VW grant funding stipulations specific to the infrastructure cost. Gloria Boyce, General Manager clarified that the benefits could cover up to \$100,000 of

infrastructure per vehicle for up to five vehicles. BILL MCKAY asked if BFT would need an increase, up to doubling, its fleet due to the range limitations of electric bus charges and would that not change the cost comparisons explained. Bill Hale identified that a direct comparison of mile range performance between an all-electric and a diesel fuel bus would be two to one but that at this time BFT is solely calculating the cost of overnight charging ranges of electric busses. Mr. Hale continued that there are additional charging options that could be installed on the platforms or elsewhere that charge the vehicle through-out the day allowing it to stay in service. LISA STADE asked what the cost of the noted fast charging stations are. Mr. Hale replied that he does not have exact figures, but an estimate would be between \$700,000-\$800,000. MS. STADE continued by asking about the estimated infrastructure cost to service the chargers and whether that was including or excluding the overnight charging stations. Mr. Hale replied that BFT would have to upgrade to a minimum of a 200amp transformer to supply enough power for ten overnight chargers. PHIL LEMLEY asked to confirm that the overnight chargers are included in the cost of the vehicle. Bill Hale, following confirmation with Jerry Otto, stated that both BYD and Gillig all-electric busses do include the overnight chargers as part of the vehicle cost, however that fast charging stations are an additional cost. BILL MCKAY confirmed that the charging station would be prepared for up to ten vehicles. Bill Hale confirmed plans are for up to ten at a charging station but that BFT would start with five in a test pattern. CHAIRMAN WATKINS confirmed that in the report there are additional comparisons and that the report essentially states that diesel still works and is still the best option for BFT, but the recommendation made is to start making initiatives towards electric vehicles in a test platform. Bill Hale confirmed, yes BFT's intention is to meet the RCW requirement, continue looking into all-electric vehicle power in a test platform and that this report is information to assist the Board of Directors to make those decisions. PHIL LEMLEY asked who decides the "extent practicable". Gloria Boyce stated that the Board of Directors makes the decision of the "extent practicable". The report provided is part of the requirement and provided to the Board of Directors to assist in deciding on the "extent practicable" specific for BFT. BILL MCKAY asked to confirm that the cost figures in the report included only the base charging stations. Bill Hale confirmed that the figures provided are the base cost and there may be expenses above the provided figures. LISA STADE asked about the VW Grant use deadline. Gloria Boyce identified that the Board has already approved one all-electric bus using the state funding portion of the VW grant which is due to be used in 2019. The federal portion, the Department of Ecology is stating a deadline of 2022, but the federal language states a ten-year use deadline, additional research is being conducted to clarify the active deadline for use and if there are options for an extension of the deadline. Ms. Boyce provided, for clarity, an explanation that the federal regulations on fleet size only allows for a spare ratio of 20% above daily pullout need. Specific to BILL MCKAY's note of fleet size, BFT would not be allowed to double the fleet due to limitations on electric bus charge range. BILL MCKAY followed with questions about the additional charging station requirements in all areas of service to provide the standard service range as currently provided by the diesel fleet. Ms. Boyce replied that additional vehicles may not necessarily be required, the information provided in this report is an initial evaluation of base cost at the overnight charge. Much more research and testing will still be required before BFT moves forward with any fleet conversion. CHAIRMAN WATKINS asked to confirm if it is a state requirement for the Board of Directors to accept the report. Bill Hale noted that a report acceptance is not required by the state. LISA STADE identified and confirmed with Mr. Hale that this report is an overview/tutorial to expose the Board of Directors to the alternative fuels options currently available. CHAIRMAN WATKINS reiterated that the overall perspective of this report is that diesel is still the best method for BFT at this time but that looking to the future electric vehicles warrant investigation and testing however, problems still exist at both an agency level and with the technology. CHAIRMAN WATKINS continued by requesting the consideration of approval

of the resolution or if there are additional questions. BILL MCKAY asked what specifically the Board would be accepting or stating by adopting Resolution 38-2019. Gloria Boyce identified that the Board, by adopting the resolution, is stating that BFT has studied the “extent practicable”, that BFT is continuing with clean diesel fuel but will begin to look at the electric power in a test platform. BILL MCKAY continued that it does not appear that the costs identified in the report accurately reflects the overall costs. CHAIRMAN WATKINS asked if the cost discrepancy concerns are from the analysis or information included. BILL MCKAY replied that the report provided does not appear to include any of the additional costs (the secondary charging stations or added cost for potential spares of electric vehicles) and requested if the resolution could be postponed until next meeting. Gloria Boyce replied that yes, this could be held until next meeting. Ms. Boyce continued by providing information that more analysis and research is needing to be done, identifying additional research into charging station power source options, working with the PUD regarding those options, contracting and external consultant and many more items and this information will take time to compile. LISA STADE stated that currently she does not want a consultant, believes that BFT has the ability to collect, compile and comprehend the information and analysis that a consultant cost would be inefficient. MS. STADE continued that BFT should avoid getting into a position where a technology purchase at this time creates a situation where BFT is restricted to one manufacturer in the future and would prefer that BFT just be mindful and do the internal study of the infrastructure cost rather than paying for a consultant. CHAIRMAN WATKINS asked if the supplemental charging and other secondary items not currently listed in the report be presented separately and if this could be brought to the Board in the next Regular Board meeting. Gloria Boyce identified the extent of the work required to complete an analysis with enough depth to present to the Board cannot be completed in one month. PHIL LEMLEY asked what approving the resolution commits BFT to. Ms. Boyce identified that it commits the Board to the acceptance of the report that identifies the best option for BFT is clean diesel fuel busses and that BFT begins a test platform of zero emission vehicles. BILL MCKAY asked what does that test platform commit BFT to. CHAIRMAN WATKINS noted that this resolution is not committing BFT to anything. Pat Roach, Legal Counsel suggested that the Board approve the resolution for acceptance of the report but as part of the approval identify that staff are to bring the report back in one years’ time for re-evaluation. Therefore, the Board is accepting the report and complying with the state requirement to have reviewed the report but does not commit BFT to any one direction or cost. BILL MCKAY asked how many busses BFT has committed with the state funding approval. Gloria Boyce identified that BFT has not committed to anything, in a previous Regular Board Meeting approval was received to accept the state portion of the VW grant and authorize the purchase of one electric bus. CHAIRMAN WATKINS reiterated that this resolution is not approving the purchase of any vehicles but rather accepting the evaluation report, CHAIRMAN WATKINS confirmed with Ms. Boyce that one years’ time to return with an update will be acceptable. Gloria Boyce confirmed and noted that additional informational updates should be expected in the coming year.

ACTION: BILL MCKAY made, and LISA STADE seconded a motion to approve Resolution 38-2019 Alternative Fuels Evaluation Report with the expectation of an update in one-years’ time to re-evaluate. MOTION CARRIED UNANIMOUSLY.

11. Discussion & Informational Items – NONE

A. Informational: Service Plan

Keith Hall, Director of Planning and Service Development stated that BFT completed an overhaul of the transit network in August 2017. The restructured transit system resulted from several years of efforts that culminated with the adoption and implementation of the Comprehensive System Plan (CSP). The CSP retained taxi feeder, night, and Sunday services as part of the CSP implementation, but those services were terminated when BFT's contracted service provider ceased operations.

BFT has met most of the weekday and Saturday service needs by expanding hours and the types of demand response services that are available to the general public, but the Board of Directors approved those modifications on a temporary basis pending the award of a contract to a new contracted services provider. BFT issued a request for proposals (RFP) for a contracted services provider and is currently in the process of selecting a provider.

In addition, BFT has also had to respond to specific needs through demonstration services (fixed routes) that serve areas with modest levels of demand, and those services are currently being evaluated for continuation. Finally, three transit center projects have been awarded funding, and BFT will need to consider how to integrate services – both directly operated and contracted services – into the new transit facilities.

Given these significant changes, staff have begun to prepare key concepts around the future structure of the BFT Fixed-Route network. Whereas the CSP initiated all route changes at one time, the path forward will involve a more modest set of incremental changes over time.

Guiding Principles for Future System Plan Development

- Focus on the **Customer Experience**
- Provide **Frequent and Reliable** Service
- Create a **User-Friendly** System
- Provide **Better Connections**
- **Careful and Methodical** Planning and Implementation

NORMA NELSON asked if the service that Dial-A-Ride took on following the loss of the taxi service will be reduce or removed following the contracting with a new service provider. Mr. Hall replied by identifying that service was implemented on a demonstration status implemented in January, this new contracted service may be service in addition to what is provided, an overlay or possibly a different type of service but no decision has been made at this time and one year is allotted under a demonstration route to establish those service plans. LISA STADE asked what the start time of the new service contractor would be. Mr. Hall identified that October is the earliest expected start of that contractor.

CHAIRMAN WATKINS opened the floor for any additional questions to which there were none.

B. Informational: Shelter Plan

Keith Hall, Director of Planning and Service Development stated that BFT has approximately 1,000 bus stops in its system. Among those are:

- 47 sites with BFT-owned bus shelters (most are the familiar blue shelter, but several legacy shelters exist)
- 119 sites with garbage cans
- 123 sites with benches

In November 2018, the Board of Directors approved a contract with Brasco International as part of the implementation of BFT's plan for enhanced amenities at major bus stops. The amenities plan is an integral component to BFT's future system plan development, particularly in terms of improving the "customer experience" and providing "comfortable stops."

The operational aspect of the bus stop improvement plan includes refurbishing and relocating approximately 24 bus shelters that are in relatively good condition and the installation of 35 new “Interlude” shelters in the first phase of the Brasco International contract. BFT staff installed the first of these new shelters in front of the Maintenance, Operations, and Administration (MOA) facility on Sunday, June 2nd. Most of the remaining amenities will be installed by contractors. Since these amenities will be installed in public rights-of-way, BFT has prepared an installation plan to provide technical information about the installations to local jurisdictions in advance of the installation program.

CHAIRMAN WATKINS opened the floor for any questions to which there were none.

12. Staff Reports & Comments

A. Legal Report

Pat Roach, Legal Counsel stated that there is no legal report this evening and no need for an executive session.

B. Financial Report

Julie Thompson, Senior Budget & Grants Analyst stated for April 2019 year to date BFT stands roughly \$299,000 under prior year to date in operating revenue and total operating expenditures are approximately \$769,000 over prior year to date. Treasurer’s report included March information: deposits are secure, approximately \$5.9 million remaining in undesignated reserve funds. Sales Tax revenue decreased 3.6% in May 2019 for March 2019 business as compared to March 2018. BFT notes a year to date decrease of 3.6% as compared to the same periods in 2018. Receipts in May for March sales were \$3.1 million.

BILL MCKAY asked if the decrease in revenue was primarily the due to the decrease in sales tax. Ms. Thompson replied that the revenues to date would include capital reimbursement amounts. CHAIRMAN WATKINS noted that this is a fueling year (Hanford), a probable bump is expected in the next few months.

CHAIRMAN WATKINS opened the floor for questions and comments to which there were none.

C. General Manager’s Report

Gloria Boyce, General Manager, provided the Board with a review of this month’s notable topics:

- Government Affairs Update
 - Federal: No pertinent news.
 - State: No pertinent news.
 - Operations:
 - Operations met all scheduled pullouts this month.
 - Since May Regular Board meeting, we presented our annual report to the City of Richland. The last report will be in West Richland on July 18.

- We've received twenty-four new shelters and have begun the process of installing them. The first one is just outside in front of the MOA. We shared our installation plan with the Planning and Marketing committee and all 24 shelters are scheduled to be installed by July.
- Two initiatives in progress are our A&E services for MOA assessment and A&E services for our TCs.
- Additionally, we are in final evaluation of our contract services vendor.
- This past Sunday, June 9 for a day of fun beginning with our BFT Roadeo and Picnic. We will be recognizing the winners and Employees of the Year at next month's Board meeting.
- The High Impact Board Governance Work Session Steering Committee is scheduled for Wednesday, June 19. More information regarding the Work Session will be sent to the full Board following this meeting.

Ms. Boyce opened for questions to which there were none.

13. Board Member Comments

- A. NORMA NELSON – Heat is causing some struggles for both drivers and riders, but everyone is making it through. Welcome to the new Administrative Assistants group that just received PERC certification.
- B. CLINT DIDIER – No Report
- C. LISA STADE – No Report
- D. BOB KOCH – Juniper Dunes access is ready to be opened around the 4th of July holiday.
- E. CHAIRMAN WATKINS – Was struck by Mr. Hall's Service Report, seeing items that were discussed and had been brought up in years past are now coming up as actionable.
- F. BILL MCKAY – Bus Stop off Union (Street) in Kennewick that straddles crosswalk, consequently because of road work there is no way around a stopped bus. Recommended that BFT investigate the possibility of relocating this stop.
- G. PHIL LEMLEY – No Report

14. Next Meeting:

Regular Board Meeting – Thursday, July 11, 2019 at 7:00 p.m.
BFT MOA Board Room, 1000 Columbia Park Trail, Richland WA

15. Executive Session - NONE

16. Adjournment

CHAIRMAN WATKINS adjourned the BFT Board of Directors meeting at 8:23 p.m.

Meeting recorded by:
Catherine Getic, Interim Clerk of the Board
June 13, 2019